

Vancouver Energy
Operations Facility Oil Handling Manual
EFSEC Application for Site Certification No. 2013-01
Docket No. EF131590



Appendix G
Example Maintenance and Inspection Forms

**SPILL PREVENTION AND RESPONSE
TRAINING ACTIVITY REPORT**

DATE OF TRAINING: _____

LOCATION: _____

INSTRUCTOR/COMPANY: _____

COURSE/TOPICS/HOURS: _____

SOURCE/TYPER OF TRAINING MATERIALS _____

NAME OF PARTICIPANTS

LAST NAME	FIRST NAME	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This form shall be completed for all spill prevention and response related training except for monthly safety/prevention meetings, which are documented on a separate form.

OPA 90 "PREP" training shall be recorded on this form and on the documentation form provided by the Coast Guard.

To comply with State requirements, annual training will include a practice exercise on spill prevention during abnormal operations.

This form shall be maintained at the Terminal for a period of five years.

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OP.05	2015-06-26		K. Flint

MONTHLY, QUARTERLY, AND YEARLY INSPECTION FORM

Monthly Events Year:	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Check Cathodic Protection System												
Check Spill Response Equipment												
Check Fire System & Extinguishers												
Check All Tank High Level Arms												
Hold Safety & Spill Prevention Meeting												

Quarterly Events	January	April	July	October
Grease Valves, Truck & Rail Rack				
Review Oil Spill Contingency Plan				
Inspect Vapor Recovery Unit				
Quarterly Safety Inspection				

Yearly Events	Year:
Pressure Test Pipelines and Hoses	
Inspect Cathodic Protection System	
Check Fire Extinguisher and Foam System	
Check Back-Flow Preventor Valve	

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